

APPENDIX 4. AWARDS CATEGORIES

CATEGORY	CRITERIA	RANKING FACTORS
TEAM AWARD	<p>Honors Airports Division employees for significant acts, services or achievements that substantially aid the successful accomplishment of the Airports Division mission. The positive, constructive acts embodied by this award may include, but are not limited to: accomplishment of a particularly difficult or important mission, operation, or assignment in a manner that reflects credit on the team and the organization; improvements or innovations that are of major significance to the accomplishment of the Airports Division mission; and development of a new procedure or process that results in substantially increased productivity, efficient resource management or economy of operation.</p> <ul style="list-style-type: none"> • Two or more Airports Division employees may constitute a team. • The teams may consist of any combination of Airports Division employees (inter-branch, intra-branch, regional specialists teamed with ADO specialists, etc.) or team members may participate on a multi-divisional team effort. In the latter circumstance, only the Airports Division employees are eligible for the award. • It is the responsibility of each team to submit an Executive Summary of the team's accomplishment(s) if the team members wish to be considered for this award. The summary will be recognized as a nomination. • Award monies will be divided equally among multiple winners. 	<ul style="list-style-type: none"> • Benefit to agency and/or public (up to 50 points). • Visionary/innovative effort (up to 20 points). • Initiative (up to 10 points). • Timeliness (up to 10 points). • Persistence (up to 5 points). • Risk taking (up to 5 points).
SUSTAINED EXCELLENCE AWARD	<p>Honors an Airports Division employee whose commitment to excellence has substantially contributed to the overall success of the Airports Division mission. Additionally, qualities of this honoree include demonstrated exemplary performance, superior quality of work, and a total dedication to excellence. This honor shall not be given for any specific, one-time contribution, but for sustained excellent performance that may span more than the current awards rating period.</p> <ul style="list-style-type: none"> • This is an individual award. • The Awards Committee reserves the right to award a portion of the total award funds down to a runner-up (the next high rank). 	<ul style="list-style-type: none"> • Impact on the organization (up to 20 points). • Dedication to excellence (up to 20 points). • Respect/reputation/integrity/expertise (up to 20 points). • Interrelationship with customers/ management/ co-workers (up to 20 points). • Initiative (up to 10 points). • Personal growth (up to 10 points).

CATEGORY	CRITERIA	RANKING FACTORS
OUTSTANDING ACHIEVEMENT AWARD	<p>Honors an Airports Division employee for significant acts, services or achievements that substantially aid the successful accomplishment of the Airports Division mission. The positive, constructive acts embodied by this award may include, but are not limited to: accomplishment of a particularly difficult or important mission, operation, or assignment in a manner that reflects credit on the individual and the organization; improvements or innovations that are of major significance to the accomplishment of the Airports Division mission; and development of a new procedure or process that results in substantially increased productivity, efficient resource management or economy of operation.</p> <ul style="list-style-type: none"> • This is an individual award. • The Awards Committee reserves the right to award a portion of the total award funds down to a runner-up (the next high rank). 	<ul style="list-style-type: none"> • Benefit to agency and/or public (up to 50 points). • Visionary/innovative effort (up to 10 points). • Initiative (up to 10 points). • Timeliness (up to 10 points). • Persistence (up to 10 points). • Risk taking (up to 10 points).
SPECIAL COMMENDATION	<p>Award to be conferred for actions benefiting the agency and/or the public. Some examples of accomplishments that might prompt nominations are as follows:</p> <ul style="list-style-type: none"> ➤ Employee meets a significant deadline. ➤ Employee accomplishes action considered above and beyond what is required in his/her normal work effort. ➤ Employee devises and/or implements a program/procedure that will be used for future Airports Division operations. ➤ Employee accomplishes a specific work activity or has a suggestion that contributes to the success of the Branch, Division, or other aviation-related organization. <ul style="list-style-type: none"> • More than one person may be selected for this award. • All nominations within 95 percent of the highest scored nomination will win. • Award monies will be divided equally among multiple winners. 	<ul style="list-style-type: none"> • Scope of impact to agency and/or public (up to 40 points). • Initiative (up to 25 points). • Creativity (up to 25 points). • Leadership (up to 10 points).
EXTERNAL AWARDS	<p>This is a non-monetary award. It may be non-aviation or aviation related and performed on duty or non-duty time. It is of benefit to an individual, to the community at large, or to an organization (clubs/church/school/youth groups, etc.). It can be a continuing accomplishment or a one-time service which reflects positively on the nominee of the Airports Division (participating in mentoring or adopt-a-school programs, etc.).</p> <ul style="list-style-type: none"> • More than one person may be selected for this award. 	No ranking factors necessary.

CATEGORY	CRITERIA	RANKING FACTORS
EXCELLENCE IN HUMAN RELATIONS AWARD	<p>Honors an employee or group of employees who have enhanced human and interpersonal relations within all levels of the Airports Division work force. Nominee(s) would be characterized by sharing knowledge with others, being sensitive to the needs of others, avoiding blaming others and helping others in difficult situations. In addition, the nominee(s) should have set a positive example through such personal characteristics as trustworthiness, enthusiasm, friendliness, patience, integrity, reputation, respected by others, and respectful of others.</p> <ul style="list-style-type: none"> • This is an individual award. • The Awards Committee reserves the right to award a portion of the total award funds down to a runner-up (the next high rank). 	<ul style="list-style-type: none"> • Results/impact (up to 25 points). • Communications skills (up to 25 points). • Sensitivity (up to 25 points). • Mentoring (up to 25 points).
ADMINISTRATIVE EXCELLENCE	<p>Honors an Airports Division employee for significant acts, services or achievements that substantially aid the successful accomplishment of the Airports Division mission. The positive, constructive acts embodied by this award may include, but are not limited to: accomplishment of a particularly difficult or important mission, operation, or assignment in a manner that reflects credit on the individual and the organization; improvements or innovations that are of major significance to the accomplishment of the Airports Division mission; and development of a new procedure or process that results in substantially increased productivity, efficient resource management or economy of operation.</p> <ul style="list-style-type: none"> • This is an individual award. • The Awards Committee reserves the right to award a portion of the total award funds down to a runner-up (the next high rank). 	<ul style="list-style-type: none"> • Benefit to agency and/or public (up to 50 points). • Visionary/innovative effort (up to 10 points). • Initiative (up to 10 points). • Timeliness (up to 10 points). • Persistence (up to 10 points). • Risk taking (up to 10 points).

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